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Security Information

Approved For Release 2000/04/14 : CIA-RDP78-03568A000600020014-8

OFFICE OR STAFF GSO			OFFICE CODE L	REQUEST DATE 5 March 1953	APPROVAL DATE 12 March 1953	CONTROL NO. 000000020014-8		Page of Pages	
DELETIONS			ADDITIONS			NET CHANGE		ORGANIZATION CODE (Machine Records)	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS			
			<u>PRINTING AND REPRODUCTION DIVISION</u>						25X9A2
			<u>PRINTING BRANCH</u>						
			<u>SPECIAL DUPLICATING SECTION</u>						
			Clerk	GS-301-4	L 455				
			Clerk	GS-301-3	L 456				
				(Place on T/O after L-444.03)					
In accordance with memo dated 3 March 1953 from DD/A to Chief, OGS. Addition of two in ceiling and total.			25X1A9a						
NEW OFFICE TOTALS			APPROVAL						
OFFICE TOTAL			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.						
OFFICE CEILING			Chief, Class. & Wage Division						
			TITLE						

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3 March 1953

MEMORANDUM FOR: Chief, General Services Office

SUBJECT: Transfer of FI Reproduction Activities to General Services Office

REFERENCE: Memo dtd 28 Jan 53 for DD/A fr C/GS, same subject

1. Your request for transfer of the reproduction facilities and the positions involved from the Deputy Director (Plans) area to the General Services Office is approved subject to the following conditions:

a. That the total Deputy Director (Plans) ceiling and table of organization are reduced by ■; 25X9A2

b. that the General Services Office's table of organization is increased by ■ 25X9A2

c. that the grades of the transferred and added positions are subject to Classification review along with the balance of the consolidated reproduction activities;

d. that although every effort shall be made to obviate the need for grade reductions of any of the employees involved no commitment shall be made.

25X9A2 2. The tentative on-duty ceiling for the General Services Office is increased to ■ positions, subject to reduction as the result of reorganization of the combined reproduction activities.

/S/
L. K. WHITE
Acting Deputy Director
(Administration)

1 Att - Lstd in Ref

cc: AD/P
Comptroller
CAO/DDP
Chief FI/RQM

NOTE: This memorandum rescinds one dtd 14 Feb to same addressee fr ADD/A, same subject (ER 3-6803a)

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